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GENERAL SERVICES OFFICE REGULATION

NUMBER GSO-  
4 December 1953

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SATURDAY DUTY IN THE GENERAL SERVICES OFFICE

1. AGENCY REQUIREMENTS FOR SATURDAY WORK

- a. Paragraph 1 of CIA Regulation No. [ ] dated 7 April 1953, states as follows:

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"The normal official hours of work for all activities of the Agency are from 0830 hours to 1700 hours Monday through Friday. Office heads shall schedule any other tours of duty for only those employees necessary to meet the requirements of their respective Offices."

- b. The Acting Deputy Director (Administration) has directed that someone be on duty in the Office of the Chief, General Services Office, on Saturdays.

2. GSO POLICY

- a. The General Services Office is responsible for providing adequate telephone, courier, and special reproduction service to CIA activities on Saturdays. Sufficient personnel must be available to fulfill these requirements.
- b. In addition to 2a above, the General Services Office will have on duty each Saturday one employee of grade GS-11 or above, to serve as GSO Saturday Duty Officer between the hours of 0830 and 1230.
- c. Stenographic and typist personnel will not be required for regular Saturday duty, and overtime will be authorized for this purpose only when stenographic or typist help is necessary in connection with work required to be performed by the GSO Saturday Duty Officer on that day.
- d. In urgent situations when approval has been given for overtime work on Saturdays by additional GSO employees not mentioned in 2a, 2b, or 2c above, all such personnel will be required to call the GSO Saturday Duty Officer by telephone upon their arrival and advise him of their presence. The GSO Saturday Duty Officer may call upon these personnel to assist him in the event matters arise requiring their services.
- e. Overtime pay for Saturday work required by this regulation will be authorized when such work does not fall within the regular tours of duty of the employees performing such duty and when payment is in accordance with Agency regulations.

3. DESIGNATION OF GSO SATURDAY DUTY OFFICERS

- a. The Administrative Officer, GSO, will be responsible for the maintenance of a current alphabetical list of all GSO employees of GS-11 or above. Saturday duty will be rotated among these employees in the order in which their names appear on the list. Prior to the beginning of each month the Administrative Officer will prepare rosters indicating those individuals assigned to perform Saturday duty during the coming month and distribute copies thereof to Division Chiefs and employees whose names appear thereon.
- b. On Thursday of each week, the Administrative Officer will remind the individual concerned of his assigned duty the following Saturday.
- c. Exchanges in assigned dates for Saturday duty between individuals may be made by mutual agreement and notification to the Administrative Officer, GSO, in advance of the day on which duty is to be performed. However, the person assigned for the day of duty will be responsible for being sure that his replacement actually reports for duty.

4. PREPARATION OF GSO SATURDAY DUTY OFFICER BOOK

- a. The Administrative Officer will be responsible for preparing and maintaining a GSO Saturday Duty Officer Book containing appropriate information for the GSO Saturday Duty Officers, including names, home addresses and telephone numbers of key personnel, stenographers and typists in the General Services Office, instruction as to action to be taken on certain matters which may arise, copies of rosters, forms for use in recording events of the day, and similar information which may be helpful to the Duty Officer.
- b. The Administrative Officer will insure that the GSO Saturday Duty Officer Book is made available each week for use on Saturday by the GSO Saturday Duty Officer.

5. POST OF DUTY OF GSO SATURDAY DUTY OFFICER

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The GSO Saturday Duty Officer will be located at the desk of the secretary to the Chief, General Services Office, in Room 137, Building  on Extension  Stenographic or typist personnel, when required to be on duty, will work at the desk of the secretary to the Deputy Chief, General Services Office, also in Room 137.

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6. ABSENCE OF GSO SATURDAY DUTY OFFICER FROM POST OF DUTY

If it is necessary for the GSO Saturday Duty Officer to leave his post of duty for an extended period, he is to call the Office of the Deputy Director (Administration), (extension ) and notify them of his absence, the extension on which he may be reached while absent from his post, and the approximate time he will return. Upon returning, he

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should notify them that he is again available. Prior to leaving his post unattended at any time, he will take the necessary security precautions to insure that such post is completely secure.

7. TRANSPORTATION FOR GSO SATURDAY DUTY OFFICER

If transportation is required by the GSO Saturday Duty Officer to handle official matters arising, same may be requested by calling the Motor Pool Dispatcher, Extension

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8. REPORTS TO BE MADE BY GSO SATURDAY DUTY OFFICER

- a. The GSO Saturday Duty Officer will maintain a record of all personnel falling in the category of those mentioned in 2d above who report for work in GSO on Saturday. (A form for this purpose will be included in the GSO Saturday Duty Officer Book.) He will also maintain a list of problems arising and telephone calls received.
- b. A report of the events occurring and the action taken on Saturday will be prepared and submitted by the GSO Saturday Duty Officer to the Chief, General Services Office, on the following Monday morning, at which time the GSO Saturday Duty Officer Book will be returned to the Administrative Officer.

9. SECURITY CHECK BY GSO SATURDAY DUTY OFFICER

Offices entered by the GSO Saturday Duty Officer should be thoroughly checked by him prior to his departure for the day. He should assure that windows are locked, wastebaskets are free of classified material, and the offices, safes, and classified material are completely secured prior to leaving the building at 12:30 p.m. The time of his departure from his post of duty will be inserted in the GSO Saturday Duty Officer Book on the form provided, and he will initial in the space provided to indicate that the security check has been made. The GSO Saturday Duty Officer Book will, at the end of his tour of duty, be secured in accordance with security regulations, depending upon the classification of the material contained therein.

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Chief, General Services Office

FILED : Org. & Mgt.  
RETURN TO

THE NATIONAL SECURITY COUNCIL

CONCEPT

RECORDS & COMMUNICATIONS DIVISION  
GENERAL SERVICES OFFICE

The present concept of the National Security Council hinges upon two complementary interpretations: its function as an advisory body to the President and its structure as a Cabinet-level part of the President's official family.

The Council does not determine policy or supervise operations, except for its responsibility for general direction of the Central Intelligence Agency. Nor is it an implementing agency, since execution and administration are the responsibility of the respective executive departments and agencies. The Council's function is to formulate national security policy for the consideration of the President. With complete freedom to accept, reject and amend the Council's advice and to consult with other members of his official family, it is the prerogative of the President to determine such policy and enforce it. The Council serves as a channel for collective advice and information to the President regarding the national security, which is a coherent and discrete part of the President's total responsibilities. Therefore, as an agency primarily useful to the President, the Council considers only matters requiring his attention. It avoids matters concerning interdepartmental coordination of operations or supervision of interdepartmental committees created for that purpose, except in the field of coordination of intelligence operations for which the Council is legally responsible.

The structure of the Council, with the President as Chairman and limited Cabinet membership, reflects its functions. Although the whole Cabinet is indirectly concerned with national security, limited membership and attendance permit a focus at the highest level on this aspect of the President's responsibility. The Executive Secretary of the Council, who is considered an administrative assistant to the President, the physical location of his office in the Old State building along with the other Executive Offices, and the fact that the Council meets regularly in the White House, clarify further the character of the Council as a staff arm of the President. Its advisory function is also revealed by the fact that the President does not attend meetings regularly in order that the other members may feel free to discuss problems without the finality of the premature expression of the President's personal views, and in order that the President may be presented with divergent views whenever agreement cannot be reached. The Council thus may be understood as a high policy planning arm of the President.

The Council's agenda and its methods of operation must therefore be under the direction and control of the President, who makes his desires known through the Executive Secretary. Access to the Council's files and release of information concerning the Council's activities are also at the discretion of the President.

## THE NATIONAL SECURITY COUNCIL

The Council was established, pursuant to Public Law 253, title I, section 101, Eightieth U. S. Congress July 26, 1947, amended by Public Law 216, Eighty-first Congress, Aug. 10, 1949, and by Public Law 165, section 501, Eighty-second Congress, to advise the President of the United States with respect to the integration of domestic, foreign, and military policies relating to the national security so as to enable the military services and the other departments and agencies of the United States Government to cooperate more effectively in matters involving the national security. The Council was formally located within the Executive Office of the President by Reorganization Plan 4 of 1949, effective Aug. 20, 1949.

In addition to performing such other functions as the President may direct, it is the duty of the Council, subject to the direction of the President: (1) to assess and appraise the objectives, commitments, and risks of the United States in relation to our actual and potential military power, in the interest of national security, for the purpose of making recommendations to the President in connection therewith; and (2) to consider policies on matters of common interest to the departments and agencies of the Government concerned with the national security, and to make recommendations to the President in connection therewith.

The Council is composed of the President, the Vice President, the Secretaries of State and Defense, the Director for Mutual Security, the Chairman of the National Security Resources Board; and the Secretaries and Under Secretaries of other executive departments and of the military departments, the Chairman of the Munitions Board, and the Chairman of the Research and Development Board, when appointed by the President by and with the advice and consent of the Senate, to serve at his pleasure. At the direction of the President, the Secretary of the Treasury and the Director of Defense Mobilization attend all Council meetings and participate in all Council actions; other officials of the Executive Branch participate with the Council in consideration of specific matters of direct concern to them.

The Council is assisted in the preparation of coordinated policy recommendations to the President and in the marshaling of the resources of the Government for this purpose, by a staff headed by a civilian Executive Secretary appointed by the President.

The NSC Staff is composed of (a) a Senior NSC Staff, the members of which are designated by the President as Chairman of the Council, based upon the nomination of one individual each by the Secretary of State, the Secretary of Defense, the Director for Mutual Security, the Chairman, National



Security Resources Board, the Secretary of the Treasury, the Director of Defense Mobilization, the Joint Chiefs of Staff and the Director of Central Intelligence. A representative of the Psychological Strategy Board participates as an adviser in all meetings of the Senior NSC Staff. (b) The NSC Staff Assistants, fulltime officials designated by the respective members of the Senior NSC Staff and headed by a Coordinator designated by the Executive Secretary; (c) a nucleus of permanent career officials employed by the Council to lend continuity to the Council's staff work; (d) a small reporting unit established during 1951, pursuant to Presidential directive, to keep currently informed on the status of national security programs and to ensure that such status reports as may be required are made available promptly to the President or to the National Security Council; and (e) special committees and consultants employed by the Council from time to time for special projects and studies.

Under the direction of the National Security Council is a Central Intelligence Agency headed by a Director of Central Intelligence. The Psychological Strategy Board, established in 1951, reports to the National Security Council on its activities and on its evaluation of the national psychological operations, including implementation of approved objectives, policies, and programs by the departments and agencies concerned.

The two following additional responsibilities were assigned to the National Security Council by statute during 1951: (a) Section 1302 of the Third Supplemental Appropriation Act of 1951, which superseded Section 1302, Public Law 843, 81st Congress, directed that, unless the National Security Council made an exception upon an official determination that such exception was in the security interest of the United States, no economic or financial assistance should be provided to any foreign country which, after fifteen days following its enactment, exported or knowingly permitted the export of certain named categories of commodities to the Soviet Bloc during any period in which the armed forces of the United States were actively engaged in hostilities in carrying out a decision of the Security Council of the United Nations. In order to be eligible for economic or financial assistance each country had to certify that after the prescribed period it had not exported or knowingly permitted the export of the prohibited items to the Soviet Bloc. Twenty-five of the countries receiving economic or financial assistance certified under Section 1302. The Council approved 21 determinations covering other countries receiving United States aid. The responsibility of the National Security Council for determinations under Section 1302 was terminated with the approval of the Mutual Defense Assistance Control Act of 1951 (Public Law 213, 82nd Congress) on October 26, 1951. (b) Section 10 (a) (3) of the Atomic Energy Act, as amended by the 82nd Congress (Public Law 235) provides that the Atomic Energy

Commission may under certain conditions, enter into "specific arrangements involving the communication to another nation of restricted data on refining, purification and subsequent treatment of source materials; reactor development; production of fissionable material; and research and development relating to the foregoing," provided that the President after securing the recommendation of the National Security Council makes certain determinations in writing incorporating the National Security Council recommendation.